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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Acting Director of Training

DATE: 3 September 1959

FROM : Registrar/TR

25 YEAR RE-REVIEW

SUBJECT: Weekly Activity Report No. 33  
26 August - 2 September 1959I. SIGNIFICANT ITEMS:

None

II. OTHER ITEMS:

1. Today, the new request form for internal training is available in stock rooms. First copy of the abbreviated green sheet is attached. Instructors will get a pink copy; TLO's will retain the white. A special bulletin has been released to explain the reduced paper work OTR requires for registration. From time to time, some few instructors may have a specific need for supplemental information; if this can't be obtained readily at the introductory class session, we'll arrange to get it for the instructor. [At   request we have sent him a draft copy of some facts on this change for inclusion in a report from DD/S to DD/P on streamlining procedures.]

2. After the luncheon at the American University School of International Service arranged for training representatives from interested government departments, the consensus was highly favorable of AU's particular efforts toward meeting government training needs in area studies. The four elements in education and personality underlying the philosophy of the Schools' programs are extremely well conceived. Quite a few of the area offerings this fall will be available at AU's downtown facility.

  had practically no comments on the International Labor Relations program, but   spoke enthusiastically of the six-week training program for overseas business executives being held in the Shoreham Hotel.

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3. Meeting with DDTR Tuesday in response to a recommendation by General Cabell for Agency assistance to the USAF Office of Special Investigations were Col. Kirby Gillette, Commandant of the local USAF Special Investigations School and Major John B. Adams of the Schools' Training Division. Col. Gillette stated that they receive ample technical help through [ ] and [ ] contacts. Agreement was reached that [ ] could provide some lecture assistance to augment the CI block of 61 hours instruction given in their basic 10 week course. At DDTR's request, I have briefed [ ] and provided him with the USAF course syllabus. [ ] intends to complete his analysis and communicate with Major Adams prior to Friday, 4 September. DDTR ascertained that the USAFOSI particularly needed training help on the topic of [ ] Maximum number to be trained estimated at 100 per year by Col. Gillette, in terms of basic course graduates slated to go overseas. I have since learned that 100 approximates the total trained annually. In the four sessions conducted last year, each class had a 40 ceiling but averaged about 25-30 students. Also, an USAFOSI instructor source has reported that Col. Gillette will soon be reassigned.

4. The Processing Branch has been re-examining records of the past fiscal year to get a better reading on expensive programs that are underwritten by OTR. Fairly high on the list of expenditures was a \$3,000 item for food at [ ] We cannot at this time give a breakdown per meal or per day, but the expenditure was \$6.81 for each of the 439 travelers who attended sessions there, or \$85.50 for each of the 35 groups in attendance during FY 59.

5. [ ] our candidate for States' Senior Officers course now has [ ] clearance. Arrangements have been made for his [ ] clearance briefing when he reports in next week. When done, there will be no clearance problems for the Senior Officers group.

6. Twenty Agency employees attended the several two-day programs held last week at the Pentagon and Fort Myer, entitled "Weapons Orientation Advanced Course". Two more programs are scheduled in mid-winter.

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7. [ ] reports that TSS will meet our goal of 30 September to fold in his records of training with ours. This should be particularly helpful to DD/P offices when we release to them the 1959 cumulative records about February 1960. I'll also include a sizeable amount of external training on the lists at that time; however, this is a tough one to lick.

8. Word has been received from the Armed Forces Staff College that the Joint Chiefs of Staff allocated the Agency two spaces for the Twenty-seventh Class. Reporting period is 1-5 February 1960; convening date is 8 February; commencement date is 1 July.

Since we are asked to supply biographic data on our candidates at least 90 days prior to convening date and clearance requires a lead time of at least 30 more days (early October), [ ] has agreed to inform me pronto of Council recommendations, and we'll get clearance papers initiated.

9. The Information Branch accomplished the sizeable task of getting out four Special Bulletins this week and releasing four articles to [ ] for OTR's contribution to the Support Bulletin, plus on going activities.

10. By now 48 OTR personnel have received 61 awards in 11 languages. A list of these is attached for your information.

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12. We have now prepared folders on 58 individuals for the JOT Program and have forwarded them to the Intelligence, Operations, and International Communism Schools. Seven of these JOT's fall in the age bracket 30-33; three are only 21; and all others are between 23 and 28 years. Twenty-four are married; there are 2 females.

13. During the week 26 August - 2 September 1959, 86 persons were enrolled in OTR conducted training. The breakdown for enrollment is:

41 enrolled in 7 classes (5 languages) internal

27 enrolled in 3 Intelligence School courses

8 enrolled in 1 Operations School course

10 enrolled in Instructional Techniques (Commo)  
conducted by

  
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